



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
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Chicago, Illinois 60606
312 454 0400
www.cmap.illinois.gov

Policy Analysis and Development Intern (PAD2015) **March 06, 2015**

Company/Agency: **Chicago Metropolitan Agency for Planning**

Job Category: **Intern**

Experience Required: **Current Enrollment in a Graduate Program**

Salary Range: **\$15.00 per hour**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a Policy Analysis and Development Intern. CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The Intern will conduct research and analysis primarily related to CMAP's freight planning and policy activities, but may also assist with smaller projects in CMAP's policy analysis and development work. The intern will be expected to assist with mapping and spatial analysis of the existing freight system as well as compilation of data on topics such as funding for freight improvements, freight-related land use trends, and across these projects and tasks, the Intern will be expected to emphasize the recommendations of GO TO 2040. The ideal candidates for this internship will have strengths in managing research and collecting and analyzing data. Candidates should also demonstrate interest in and a base of knowledge about public policy or planning topics.

Essential Functions:

- Assist with policy analysis and research of issues related to freight planning and policy, including data compilation, literature review, and basic mapping.
- Assist with analysis of related CMAP policy topics, such as the intersection of land use and freight transportation, state and local public finance, infrastructure planning, transportation finance, and tax policy.
- Assist with data collection, processing, and analysis of transportation finance data.

- Assist with collection and analysis of data relating to regional development trends as related to the freight network, including relevant metrics of residential, commercial, and industrial growth patterns.
- Write issue briefs that explain data trends and the potential impacts of changes in federal, state, or local public policy.

Knowledge, Skills and Abilities:

- Strong writing skills and the ability to communicate effectively on issues of public policy and planning.
- Excellent data management skills and the ability to collect, manipulate, and analyze large data sources in spreadsheets and databases, as well as the ability to generate findings from these data and present results.
- Geographic information systems (GIS) knowledge is required.
- Demonstrated ability to independently complete research projects and produce reports and issue briefs that are factual, original, compelling, and persuasive.
- A demonstrated interest in the intersection of public policy and planning; the connections between transportation, development, and the metropolitan economy; or state and local public finance.

Education and/or Experience:

- Applicants should be enrolled in a Master's program in Public Policy, Planning, Economics, Public Administration or a related field.
- Ability to work effectively in an environment using Microsoft Windows and Microsoft Office products, with adaptability to other software.
- Demonstrated skills with microcomputer databases, spreadsheets, and ArcGIS or similar spatial analysis tools.

This is a full-time (37.5 hours/week) summer position and will last approximately 12 weeks. Interns are required to work at CMAP during regular business hours. This position will begin in early May 2015 and end mid-August 2015. Minor start and end date accommodations may be arranged upon request.

At CMAP's discretion the internship may be extended as part-time, 19 hours per week, to the end of the fiscal year, June 2016. This is subsequent to a satisfactory performance.

While interns will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

Contact Information

Send resume, cover letter, and contact information with Job Code: **PAD2015**

Email: hresources@cmap.illinois.gov

Mail:

Human Resources

CMAP: Chicago Metropolitan Agency for Planning

233 S. Wacker Drive, Suite 800 Chicago, IL 60606

Emailed resumes will receive an auto receipt. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer